



University
of Windsor

Terms of Reference Employee Engagement Survey Action Group

Moving Beyond the Survey Results

Purpose/Authority

To identify recommendations to turn the Employee Engagement Survey Results (2022) into action.

Specific Areas of Responsibility

Specifically, the Action Group will:

- Identify key areas of focus as per the analysis carried out by TalentMap. This includes identifying strengths and opportunities, reviewing benchmarking data, analysing drivers of engagement and reviewing survey qualitative data summaries.
- Take stock of current initiatives that could be leveraged to turn survey results into action.
- Clarify areas of focus as needed. This may include further dialogue with employees.
- Identify and prioritize recommendations. This includes identifying quick wins, realistic commitments and actions that would have maximum impact based on available resources.
- Present recommendations to the Executive Leadership Team.
- Provide advice and guidance into the development of Action Plans to turn recommendations into action.
- Monitor implementation of action plans and provide advice and guidance into the development of communication tools to keep faculty and staff updated on progress.

Membership

Co-chairs:

- Vice-President, Equity, Diversity and Inclusion
- Director, Organizational Development & Training

Action Group Members:

- 1 representative from each of the following areas/groups:
 - Provost's Council (Academic Mission perspective)
 - Finance and Operations (Administrative Services perspective)
 - Research and Innovation (Research Mission perspective)
 - President's Office or area reporting to the President not covered above (Institutional perspective)
- Staff perspective
 - 1 employee to represent the Managerial and Professional Group
 - 1 employee to represent both CUPE local 1001 and CUPE local 1393
 - 1 employee to represent all Unifor groups: Unifor local 2458 FT, Unifor local 2458 PT, Unifor local 2458 Engineers and Unifor local 444.
- Faculty perspective (1 WUFA representative)
- 2 members at large (1 faculty and 1 staff) – by self-nomination

Criteria for Action Group member identification/self-nomination:

- Commitment to the principles of equity, diversity, and inclusion.
- Knowledge and understanding of employee engagement.
- Knowledge and understanding of one or more of the drivers of engagement covered in the [Employee Engagement Survey](#) (i.e., professional development, communication, work-life balance, etc.)
- Willingness to work collaboratively to enhance the workplace culture and the employee experience.
- Availability to attend meetings at least twice a month during the period August – December 2022.

Term

The Action Group will remain in place until the next Employee Engagement Survey is deployed.

Meetings

The Action Group will meet at least twice a month during the period August – December 2022 and 2 times per year once the recommendations have been identified and implementation plans established. The business of the group may also be conducted electronically by e-mailing required documents, if applicable, to all members and seeking responses by e-mail.

Quorum

A quorum of fifty percent (50%) plus one (1) must be met to conduct the business of the Action Group.

Meeting Guidelines

- We have a shared responsibility for the team process and the work of the group.
- We will respect the opinions of all members and treat each other with respect.
- We will actively contribute to the discussions.
- We will keep an open mind to new and different ideas.
- We will respect the confidentiality of all discussions.
- We will use open and honest communication with each other.

Approval:

Terms of Reference to be reviewed at the first meeting of the Action Group.